



AUDIOVISUAL REQUEST and LOAN AGREEMENT

Mail, Fax or E-mail orders to:
Kansas Department of Health and Environment
Bureau of Child Care & Health Facilities
503 South Kansas
Topeka, KS 66603
Fax: (785) 296-0256
E-mail: CarylGill@aging.state.ks.us
Phone: 785/296-4222

(Questions only please, telephone orders will not be accepted.)

Requested By (Name): _____
Facility/Agency Name: _____
Phone: _____ Fax: _____ E-mail: _____
Address: _____ City: _____
State: _____ Zip Code: (9 digit) _____

- Please keep a blank copy of this form for future use, or you can download it from [KHDE's website](#).
- Requests should be mailed **four weeks** before planned use date.
- Please limit choices to **two** per use date.
- Videos may be kept for **5** days. After that they must be returned immediately. If they are kept longer, you will be billed for the cost of the video and lose borrowing privileges.
- Please keep a blank copy of this form for future use, or you can download the form from KHDE's website.
- Mail, fax, or e-mail your request **four weeks** before the desired use date.
- No phone orders will be accepted.
- Any questions may be directed to the coordinator at 785/296-4222.

Catalog Number	Title	Use Dates (mm/dd/yy)	Alternate Dates (mm/dd/yy)
		From. To:	From. To:
		From. To:	From. To:

Terms of Loan Agreement:

I hereby understand and agree to the following loan conditions of the Bureau of Child Care & Health Facilities library materials:

1. Loaned tapes are the property of KDHE. I will not lend items to anyone else without the permission of the Bureau of Child Care and Health Facilities staff.
2. If a borrowed videotape is defective, I will return it to the library immediately, with the tape clearly marked as to the problem. I am entitled to a replacement of the defective item if available. I agree that KDHE or the Bureau of Child Care and Health Facilities staff is not liable for any indirect, special, or consequential damages to equipment arising from the use of borrowed items. I will not repair items.
3. I agree to return the items on the date specified in the agreement. If I do not return them on the date, they are due, my continued possession is unauthorized, and I will pay for the replacement of the material that was not returned. In addition, I will lose all borrowing privileges.
4. The audiovisual materials are protected by copyright laws. I agree to abide by these laws and will not reproduce any AV materials lent to me.

I acknowledge that I understand the terms of this loan agreement and that, by signing this agreement, I accept all terms and conditions stated in it.

Signature: _____ Date: (mm/dd/yy) _____
Administrator/Operator

Print Name: _____